

19-RFP -043-001
Workload Analysis
Questions and Responses

- 1. Has a budget been developed for this project and, if so, can the budgeted amount (or range) be made available to proposers? Has funding been allocated and approved for this project?**

The Alabama Board of Pardons and Paroles (ABPP) anticipates that each prospective vendor will submit a proposed budget that reflects a realistic and justifiable cost for the provision of services. As noted in the *Request for Proposals*, ABPP reserves the right to award a contract to a Vendor other than the lowest-priced Vendor, if a higher-priced proposal provides the best value as determined by ABPP.

Internal funding for this project has been secured, but any awarded contract is subject to review and approval by the Legislature and the Governor.

- 2. Do you have any explanation for the increase in supervised offenders from 2017 to 2018, and if so, do you have any reason to expect that the trend will continue?**

There has been an increase in the number of parolees due to initiatives under the Justice Reinvestment Act (Alabama Act No. 2015-185) seeking to reduce the prison population and introduce new community-setting programming for moderate to high risk individuals. Due to a number of intervening factors, it is too early to ascertain at this time whether the trend will continue.

- 3. What are the most pressing challenges for you around workload? What promoted this initiative in support of them?**

ABPP officers carry heavy caseloads. Additionally, they are charged with various bureaucratic functions, while aiming to provide meaningful and individualized assistance to their supervisees. The goal of this initiative is to collect and analyze

objective data to accurately reflect the unique duties of our valued Officers in order to alleviate their workload while increasing efficiency.

4. Can you identify which caseload management system you are using?

Agency staff use the newly-developed *Offender Automated Supervision Investigation System* (OASIS) platform, launched October 1, 2018. OASIS was built in house and is only in Phase I of a multi-phase implementation project.

5. How many different office sites do you maintain?

The sites are as follows:

- 63 field offices, with approximately 279 officers and 29 specialists
- 5 Day Reporting Centers, with 15 officers
- 1 Residential Treatment Facility, with 6 officers
- 1 Central Office located in Montgomery, Alabama with multiple management divisions.

6. What is driving the deadline of May 15 for this project?

Time is of the essence for ABPP to begin implementing measures to more efficiently distribute workload among Officers and non-officer employees and to consider other measures of workload management.

7. Can you define the various classifications of officer and related support roles to be included in this project? What is the total number of unique officer and support staff job titles/roles to be included in this project?

Please see chart below.

POSITION	LINK TO JOB DESCRIPTION	NUMBER OF EMPLOYEES
Probation and Parole Officer, SENIOR	https://www.personnel.alabama.gov/Documents/Announcements/103196_A.pdf	77
Probation and Parole Officer	https://www.personnel.alabama.gov/Documents/Announcements/103448_A.pdf	202
Probation and Parole Officer Trainee	https://www.personnel.alabama.gov/Documents/Announcements/103319_A.pdf	55
Probation and Parole Specialist (Non-Officer Support Staff)	https://www.personnel.alabama.gov/Documents/Announcements/101353_A.pdf	29

8. Is an organizational chart available showing the reporting structure for all unique job titles/roles to be included in this project?

Please see page 26 of the ABPP Annual Report, via the following link:

http://www.pardons.state.al.us/Annual_Reports/2017-2018_Annual_Report.pdf

9. Are current job descriptions available for each unique job title/role to be included in this project?

Please see answer to Question 7.

10. Are the duties performed by each unique job title/role variable based upon the category of offender (probationer, parolee, mandatory release, etc.)?

There are variations.

11. Are the duties performed by each unique job title/role variable based upon the location (field office, transition center, reporting center, etc.)?

There are variations.

12. Are the duties performed by each unique job title role variable based upon the division (field services, special populations, etc.)?

There are variations.

13. On what other bases are the duties performed by these roles variable (training, certifications, experience, etc.)?

Yes, those variables can result in specialized duties.